ME:	_DATE:	Assignme
ME:	_DATE:	Assignme

SPACING

* * * Attach this sheet to printout! * * *
2 Files Saved to Folder 1 printout

DIRECTIONS:

- 1. Open **05Left.LastName** from your folder on the server.
- 2. Make sure it is **left** justified

If you want to change something that you have already typed you have to select it first.

You **MUST** highlight **all** of the text you want to change *before* you change anything!!

PART I

- 1. SELECT the paragraphs of your story.
- 2. Use the **FORMATTING PALETTE**
- 3. To change the Line Spacing to **1.5 lines**
- 4. Go to **FILE** and **SAVE AS**, name this: **07Spacing 1.5/Last name** and save to your folder.

PART II

- 1. SELECT the paragraphs of your story.
- 2. Use the **FORMATTING PALETTE**
- 3. To change the Line Spacing to **1.5 lines**
- 4. Go to **FILE** and **SAVE AS**, name this: **07Spacing 2.0.Last Name** and save to your folder.

